

PINE LAKE FIRE DISTRICT

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MINUTES OF REGULAR MEETING OF THE PLFD GOVERNING BOARD

The Governing Board of the Pine Lake Fire District met in regular session on **20th, March 2024 at 6:00 p.m.** The meeting was held at the Pine Lake Fire District's Station #62, located at 4564 S. Hualapai Mtn. Rd., Kingman, AZ 86401. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. §38-431.03(A) (3) for legal advice with the district's attorney on matters as set forth in the agenda item. Board members or other participants may attend by telephonic conference. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

CALL TO ORDER

- Clerk of the Board, Bud Bernor called the meeting to order at approximately 6:00 p.m.

PLEDGE OF ALLEGIANCE

- Pledge of Allegiance was recited.

ROLL CALL OF BOARD MEMBERS

Bud Bernor, Clerk of the Board, Heather Berge, Karen Gibas and Paul Mackesey were present. Ron Kutil, Chairman of the Board were absent. Quorum present.

MINUTES, FINANCIAL REPORTS PROVIDED TO THE BOARD ON FEBRUARY 15, 2024

APPROVAL OF MINUTES

- **From 02/21/2024 regular meeting.** Paul Mackesey motioned to approve the regular meeting minutes of 02/21/24. Karen Gibas 2nd. All in favor, motion carried.

PLFD FINANCIAL AND OPERATIONS REPORTS

- **Approval of February 2024 P&L Detail Report, Budget vs. Actual Report and Treasurer's Report.** Paul Mackesey motioned to accept the February 2024 financial reports. Heather Berge 2nd. All in favor, motion carried.
- **Approval of November 2023 Budget vs. Actual Report.** No action because report was not available.
- **Approval of October 2023 Budget vs. Actual Report.** No action because report was not available.
- **Other updates regarding Financial Reporting.** Mona Mejia/Secretary provided bookkeeping updates:
 1. We have received the new online codes from the State and Federal governments in order to help resolve some of the online issues with QuickBooks.
 2. Paradigm Bookkeeping created a new format for our P/L Budget vs. Actual Reports.
 3. B&G Tax Solutions had to re-do the 2023 Quarterly's and they failed to complete the AZ DES/Unemployment tax reports for 2023 Q3 and Q4.
 4. The CPA's formal review process has begun; I have sent all the documents and information to Hinton Burdick's office as requested.

PLFD FIRE CHIEF'S REPORT

- a) **Operational Report.** Interim Fire Chief/Rick Schimkat reported -0- calls since last meeting. No other incidents to report.
- b) **Fire Chief's Report.** *The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is described in detail. Therefore, action taken as a result of the Chief's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date (A.R.S. 38-431.02. k)*

Interim Fire Chief/Rick Schimkat provided update on the following:

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- Equipment– Regular maintenance and obtaining quotes for service to Plow Truck 627.
- Training – Held training on two Saturday’s and two plow days.
- Meetings Attended – None.
- Projects in the works – Quote to be reviewed for uniform project. The shed near Station #61 has now been cleared out. Will be starting a project to review/update camera’s after receiving equipment donation from local residents, Paul Snyder from the Firewise group and Bud Bernor. The windsock is down at the water tank/Helicopter Pad on Flag Mine Road.
- Other – We are planning to move empty water tanks up Ridge Road. We need to locate the appropriate forms for the tank authorizations. The two on/near Crumb Road will also be projects for the Spring. PLFD Volunteer, Allan Hinson, therefore Rick Schimkat will work with the family to have the PLFD equipment returned.

The Interim Fire Chief, Rick Schimkat report was accepted by the Board.

c) **Correspondence.** None.

CALL TO THE PUBLIC – *Consideration and discussion of comments from the public. Comments are limited to five minutes per speaker, advanced permission not required. The Fire District Board is not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion or legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on future agenda due to restrictions of the Open Meeting Law.* **None.**

BUSINESS. *Public wishing to speak on agenda items must complete a speaker card and present to the Board Clerk prior to the start of the meeting.*

- a) **Discussion and possible action of Fire Chief’s position.** Discussion and review. **TOPIC TABLED.**
- b) **Discussion and possible action on preliminary 24’-25’ Budget planning and formation for a Budget Committee.** Discussion and review of requirements. **TOPIC TABLED.**
- c) **Discussion and possible action on a \$500.00 check donation from a former member of the PLFD, M. Evans. The donation came through the Retirement Plan. Board to determine what account the donation should be applied to.** Bud Bernor motioned for the funds to be deposited into the General Fund. Heather Berge 2nd. All in favor, motion carried.

BOARD MEMBER COMMENTS

- Paul Mackesey inquired if Interim Fire Chief, Rick Schimkat had sent out the “land use agreements”. Board asked Secretary, Mona Mejia to try to locate them in computer system and if not found to inquire with PLFD attorney for a copy.

ADJOURNMENT

A motion to adjourn was made by Karen Gibas. 2nd by Heather Berge. All in favor, motioned carried. The meeting adjourned at approximately 6:36pm.

Minutes prepared by: Mona Mejia (this is a working draft, until Board approval) **Posted:** _____

CLERK OF THE BOARD _____